



Memorandum

14-006

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: January 13, 2014

SUBJECT: Registration Open for the Spring 2014 Semester at Santa Fe Community College!

Santa Fe Community College (SFCC) will continue to offer online nutrition courses this spring. These 14-week nutrition courses begin on February 2, 2014, and end on May 17, 2014. **Although most of the nutrition courses may appear full, a few seats have been set aside for WIC students. Please register early as seating is limited. Please see page 2 of this document for special and detailed instructions for WIC staff enrollment.**

WIC staff, interested in enhancing their nutrition knowledge and job skills, should consider the online nutrition courses available through SFCC. Please note that WIC does not endorse SFCC or those employed with the facility.

Reimbursement from the state agency is contingent upon successful completion of all courses by WIC staff members with a letter grade of "C" or better. The local agency may bill under either "Administration" or "Nutrition Education" to pay for these courses. If a staff member does not successfully complete a course with a letter grade of a "C" or better, the local agency is responsible for deciding if the staff member will be responsible for reimbursement. Time off requests for the purpose of continuing education are subject to approval. For more information staff should refer to their local agency's policies. WIC staff members are responsible for purchasing textbooks.

Nutrition courses offered this spring are:

NUTR 121 Dietary Guidelines CRN 31107

This course presents and explains in detail "The Dietary Guidelines for Americans" developed by the U.S. Department of Agriculture and the U.S. Department of Health and Human Services. Required Text: None

NUTR 200 Nutrition CRN 31108 or 31109 (2 sections-register for one only)

This course explains the basic principles of nutrition, including functions, interactions, and human requirements of nutrients in maintaining optimum health. Required Text: *Nutrition & You, 2nd ed.* (ISBN 9780321814937)

NUTR 205 Nutrition in the Life Cycle CRN 31110

This course explains the nutritional needs and recommendations for pregnancy, infancy, childhood, adolescence, adulthood, and the elderly. Required Text: *Nutrition through the Life Cycle, 5th ed.* (ISBN 9781133600497)

NUTR 206 Community Nutrition CRN 31111

This course presents food and nutrition issues and public health programs related to individuals, families, and groups living in a defined area. Required Text: None

NUTR 215 Culinary Nutrition CRN 31112 or 31113

This course combines the science of nutrition and current dietary recommendations with the culinary arts. Strategies and techniques used to prepare healthful and appetizing food are explored and demonstrated. Required Texts: *NRAEF ManageFirst Nutrition Competency Guide, 2nd ed.* (ISBN 9780132181631) and *Techniques of Healthy Cooking, 4th ed.* (ISBN 9780470635438)

NUTR 221 Diabetes Management CRN 31114

This course presents the prevention and management of diabetes including blood glucose control, insulin and medication, nutrition and exercise recommendations, and the prevention of complications. Required Texts: *Complete Guide to Diabetes 5th ed.* (ISBN 9781580403306) and *The Guide to Eating Right When You Have Diabetes* (ISBN 9780471442226)

NUTR 230 Nutrition for Fitness and Sport CRN 31115

This course presents the principles of nutrition in maintaining optimum health in the exercising adult along with the effects of exercise on nutritional requirements and guidelines for their use are emphasized. Required Text: *Practical Applications in Sports Nutrition, 4th ed.* (ISBN 978-1284036695)

The textbooks required above can be ordered and shipped through the SFCC bookstore by calling 505-428-1218 OR through most major online booksellers. **Important:** Students should have their text available the first day of class.

Instructions for Registration:

1. First, all **new** SFCC students must complete an online application by enrolling as a first-time student before registering for any courses. Please note that a high school diploma or GED is not required to take courses, but is highly recommended.
2. To register for nutrition classes email Gretchen Scott at gretchen.scott@sfcc.edu with the following information: Name and A # and the CRN # of the nutrition course(s) you would like to attend (see course list above).
3. Individual students enrolling and paying their own tuition may call the Cashier's Office at 505-428-1211 to make a payment over the phone using a Visa, MasterCard, or Discover credit card. Students may set up a payment plan or pay online through their "JACK" account by selecting the "Registration" tab, then the "Pay Online" tab, and following the prompts on the SFCC web site. Should you need assistance, please contact the SFCC Cashier's Office at 505-428-1211.
4. Third party payers must email the following information to Maria Eleas at maria.eleas@sfcc.edu or to thirdparty@sfcc.edu.

- a. Purchase order # or letter of intent to pay,
- b. Student name(s),
- c. Student's A#,
- d. Student's phone numbers, and
- e. Course(s) each student is enrolling in.

Important note: Payments for Third Party accounts must be made by January 8, 2014. If the student is enrolling after January 9, 2014, payment must be made by January 29, 2014.

Students may access their courses the first day of class by following the CANVAS link at <https://sfcc.instructure.com/login> on the SFCC homepage/public website.

Please visit the SFCC public site at www.sfcc.edu for detailed information about the college (enrollment of new students, college catalog, student handbook, phone numbers, online course access, etc.)

For specific information or questions contact the following individuals:

- Technical problems with registration or online courses – Help Desk 505-428-1222.
- Tuition/registration payment – 505-428-1211.
- Bookstore – 505-428-1218.
- Nutrition course content information – Gretchen Scott at gretchen.scott@sfcc.edu or 505-428-1311.

If you have any questions or require additional information, please contact Kelley Reed, Nutrition Education Consultant, at 512-341-4580 or kelley.reed@dshs.state.tx.us.